✦ MINUTES ✦
IT STEERING COMMITTEE

MEETING: Tuesday, December 15, 2015

COMMITTEE MEMBERS PRESENT:

Gordon Crisp, Chairman	Quran Folsom	Gary Harshman
Van Sturdivant, Secretary	Tom Needham	Danny Kail
Donna Russell	Martha Lott	Derrick Mink
Dale Lane	Debra Gates	Gwendolyn Cranshaw
Joy Touliatos	Travis Green	David Lenoir
W. Aaron Hall	John Halbert	Bill Gupton Jr.
Wink Downen (for Steve Leech)		

CALL TO ORDER:

Gordon Crisp, Chairman, called the meeting to order at 10:04 am

APPROVAL OF MINUTES:

Motion was made by *Derrick Mink* and seconded by *Debra Gates* to approve the September 24, 2015 Minutes.
Motion Approved.

SUB-COMMITTEE REPORTS:

✦ ***PCI Sub-Committee** – Debra Gates & John Halbert* - Mr. Halbert advised that the standards for PCI compliance had been raised, which result in unexpected issues/problems – those issues ought to be known by the end of this month. However, any issues will be prioritized and addressed in a timely manner.

CIP Project Review Sub- Committee:

- *Gordon Crisp* introduced *Joy Touliatos* as the chairperson of the FY2017 CIP Project Review.
- Ms. Touliatos will be joined by *Aaron Hall, Martha Lott, Mike Swift, Wanda Richards Debra Gates and Van Sturdivant.*

Discussion and Approval of By-Law Changes:

- *Gordon Crisp, Chairman,* presented the By-Law changes previously sent to the committee.
- *Dale Lane* made a motion to accept followed by a second from *Gwendolyn Cranshaw*. Motion carried.

Election of 2016 Officers:

- The following slate of 2016 officers prepared by the Nominating/Executive Committee was presented as follows:

    Chairman – *Debra Gates*

    Vice- Chairman – *Van Sturdivant*

    Secretary – *Aaron Hall*

- Motion was made and seconded to accept as nominated with no nominations made by the committee. Motion approved.

Approval of Contract w/Managed Services:

- *David Lenoir, SC Trustee and Tina Walker, Deputy CAO ,* presented for approval a contract with Manatron Managed Services.
- Shelby County IT Services has indicated that Managed Services purchased from Manatron – (a Thomson Reuters business) should be used at this time, since ITS has not had the opportunity to be trained in Manatron' s processes, but would attempt to be trained within the next three (3) months.
- This contract will cover the current needs as well as unexpected contingencies that ITS would not be able to perform.
- These services will be provided for the duration of installation and testing of the Manatron Property Tax Payment and Collection System.
- The annualized cost is $76,000 with a pro-rated amount of $41,600 for January 2016 through June, 2016.
- *Dale Lane* made the motion to accept. Motion was seconded by *Donna Russell.* Motion approved.

Approval of Call Center:

* *Jeff Yallope, IT Manager,* presented for approval the Avaya Aura Contact Center Upgrade.
* The current AML version of Contact Center is a legacy Nortel product which is embedded on the (soon to be legacy) CS1000 PBX.
* The evolution of the Contact Center architecture within the call-center industry moves the application away from the PBX core to a stand-alone model and adopts Session Initiation Protocol (SIP) as its core, thus enabling communication and/or integration with other applications in a Unified Communications environment.
* Total FY16 costs are $87,645.81 for Phase 1 migration.
* Motion made to accept by *Donna Russell.* Motion seconded by *Debra Gates.* Motion approved.

Grant Management Software:

* *Lee Wessels, IT Administrator,* presented for discussion only, an overview of this software.
* *Director Martha Lott* suggested that the software might have county-wide impact. Ms. Lott stated that Community Services is 90%   funded by grants. This software could be instrumental in monitoring and processing grants.
* *Lee Wessels* asked the committee members to contact her via e-mail by the end of the week (December 18, 2015) to ascertain need, volume and interest.

Acceptable Use Training:

* *Shawn McClure, IT Security Officer,* presented the Shelby County Acceptable Use Policy Training document.
* This training is an attempt to educate Shelby County employees.
* Shawn encouraged the committee members to try out the application.
* This online training of Acceptable Use Policy will be available to all in January, 2016.

Other Business:

* *Gordon Crisp* presented **Mr. Arpit Shan**, as a candidate for one of the four Mayor Appointed Private Sector Individuals allowed as members of the IT Steering Committee.
* Mr. Shan addressed the committee sharing his current employment with FedEx and his qualifications to become a member of this committee.
* Mr. Shah's application will be submitted to the Mayor upon approval by the committee.

Meeting was adjourned:

Motion was made and seconded to adjourn at 10:55am. Motion carried.